



Mississippi Public Purchasing Certification Program

Agenda for Certified Mississippi Purchasing Agent (CMPA)

March 28, 2017

8:00 am - 8:10 am	Registration/Coffee	
8:10 am - 9:30 am	Training	Introduction, Ice Breaker, and Public Purchasing Overview
9:30 am - 9:45 am		Break
9:45 am - 10:30 am		It's The Law
10:30 am - 11:30 am		Steps in Procurement Cycle
11:30 am - 12:30 pm		Lunch On Your Own
12:30 pm - 1:00 pm		P-1s
1:00 pm - 1:30 pm		Utilizing State Contracts
1:30 pm - 2:00 pm		Logistics
2:00 pm - 2:15 pm		Break
2:15 pm - 2:45 pm		Special Procedures
2:45 pm - 3:30 pm		Procurement Card/Travel Card
3:30 pm - 4:00 pm		Fleet

March 29, 2017

	Coffee	
8:10 am - 9:30 am	Training	Ethics
9:30 am - 9:45 am		Break
9:45 am - 11:15 am		Determining Invitation for Bids, Request for Proposals, and Writing Bid Specification Requirements
11:15 am - 12:15 pm		Construction

12:15 pm - 1:15 pm		Lunch On Your Own
1:15 pm - 2:15 pm		PSCRB
2:15 pm - 2:30 pm	Training	Break
2:30 pm - 3:30pm		ITS
3:30 pm - 4:00 pm		Review for Exam

March 30, 2017

	Review & Testing	Coffee
8:00 am - 8:45 am		Review for Exam
8:45 am - 9:00 am		Break
9:00 am - 11:00 am		Testing